

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 19, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, CHRISTOPHER WAGNER and TERRY WATERMOLEN

EXCUSED: CARLA BUBOLTZ, TIM NIXON and VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler (staff) and Chuck Lamine (Brown County Planning Director)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

In consideration of Chuck Lamine's time, it was suggested to move agenda item #5 to follow agenda item #2. **Motion** by T. Watermolen, seconded by C. Wagner, to approve the modified agenda. **Motion carried.**

b. Approval of minutes

Motion by T. Watermolen, seconded by D. Carmichael, to approve the August 15 and 28 minutes. **Motion carried.**

LIBRARY LOCATIONS – BROWN COUNTY PLANNING DIRECTOR, CHUCK LAMINE

Chuck Lamine gave a PowerPoint presentation that reviewed and explained Brown County's Comprehensive Planning process. The last plan, adopted in 2004, is due for an update and is expected to be completed in early 2015. The goal of the 2004 Smart Growth Plan was to balance environment, economy and culture and to recognize the inter-relationship of each element.

Elements of a smart growth plan include issues and opportunities; land use; transportation, utilities and community facilities; economic development; housing; agricultural; natural and cultural resources; intergovernmental cooperation; and implementation. The goal is to make all these pieces fit together since they all depend on each other. The utilization of the 2011 Life Study and the report from the Brown County 2020 Envisioning the Future conference will be used for input.

Trends that are also used in developing a comprehensive plan are historical and projected population growth (Brown County continues to grow); shifting age groups (Brown County has an aging population); and housing units (a long-term projection based on population growth yields a need for an additional 24,000 housing units by 2030). A unit is defined as an apartment/house/duplex with 2.4 occupants.

Other planning efforts currently underway include Brown County Strategic Plan; Brown County Facility (Public Works)Plan; City of Green Bay Downtown Plan (AuthentiCity); City of Green Bay University Avenue Corridor Plan; Village of Bellevue Comprehensive Plan; and Brown County Research and Business Park Feasibility Study.

Following this background information, the discussion focused on the Library and library location criteria such as:

- Relationship of the site to the entire library service area population: 85% of the Brown County population is located within a nine minute drive of a Brown County Library
- Visibility and ease of identification of the building and its services
- Vehicular access; major arterial streets
- Demographic data within 5 minute drive area
- Access to parking: on site, street or municipal
- Drawing influence of adjacent activities – municipal and/or commercial
- Public transportation and ease of access from entire library service area
- Pedestrian traffic in immediate area
- Amenities: aesthetic factors and potential enhancement to an area
- Planned future land use for area

Key message: Libraries should contribute to the community and the community should contribute to the library

T. Watermolen asked about the existing age of current residents. Chuck explained that this data can be collected. L. Stainbrook commented on the fluidity of an area's population. As an example, an area currently considered an aging, may, in the future, attract younger and/or minority families buying smaller, more affordable houses.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter of complaint was received stating that Porta-potties should have been made available during the time the library was without water due to the Monroe Avenue reconstruction project. Follow-up was made with the person who wrote the letter as well as the Health Department. The library did not impose any risk or danger by not having a temporary alternative.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

The Committee met on Monday. Erin Steffen, a student intern who has been assigned to research co-located museums and libraries reported that a merged operation had existed in Las Vegas, NV but was recently separated due to problems that included confusion among visitors; a mixture of fee-based services and free services; and homeless discomfort among other things. There was no crossover patronage as anticipated. The merger did not draw new attendees as 80% of the visitors were local.

The Neville Public Museum has ~ 63,000 sq. ft. and the library has ~ 90,000 sq. ft. At least 120,000 sq. ft. would be needed for a combined operation and this would take away some parking. Without a space needs study, it is unknown if this would even be enough square footage. County Supervisor Tom Lund didn't think a col-location would work particularly since the museum has a vision to expand 30,000 sq. ft. The current museum site land locks both operations for future expansion. It was suggested that some functions could move somewhere else (Administration, Technical services, storage, etc.) but K. Pletcher noted that when you start moving parts you lose efficiency.

Don Salmon and other Task Force members are coming to the conclusion that a joint operation won't be feasible to meet programming needs. Supervisor Brunette reiterated this same feeling. The Task Force will meet in October to talk about and formulate recommendations to be presented to the County Board.

C. Wagner asked if there had been any discussion about bringing the Museum to the Central Library site. Supervisor John Van Dyke talked to K. Pletcher months ago but no one else has brought it up. Supervisor Lund also mentioned that the county has allocated \$90,000 to the museum for planning purposes which will take a year to 18 months. Supervisor LaViolette talked about Madison Public Library's renovation which sounded similar to the Central Library's plan.

T. Watermolen thinks this whole process will eventually circle back to the library's original master plan. L. Stainbrook commented that Public Works was waiting to do big projects until recommendation from the Task Force was made. T. Watermolen encourages the master plan idea – not renovation. In doing so, there is no commitment to do everything at once. Money will be spent efficiently, piece by piece as needed. He recommended using the currently bonded dollars to continue executing the engineering and architecture plan. Whatever is fixed will fit into a future renovation therefore reducing the overall cost.

B. Nielsen asked about an increasing population, technology and the impact of both. Would the library be constructed in the same way? Basically, space would be re-purposed to increase public spaces that is needed per the Space Needs Analysis. If there was unused space, it could potentially be leased and serve as an income source. L. Stainbrook noted that flexibility is a key factor in determining floor plans as it allows for changes in the future.

STRATEGIC PLANNING DISCUSSION

L. Stainbrook described the new format of the Library Report. It reports successes and how they fit into the strategic plan. Staff is also being challenged to come up with action steps for the strategic plan.

Public Services Manager Sandy Kallunki applied for a LSTA grant in the amount of \$11,600 that focuses on Early Literacy including adult and parent engagement with children. This aligns well with the strategic plan.

The Friends of the Library approved a \$10,000 budget to develop 3-5 Learning Stations in partnership with UW-Extension and FIELDS. These will spark children's curiosity as the activities will appeal to the senses. They will be portable allowing movement to different branches.

The recent community Cradle to Career Summit focused on the collective impact model created by the STRIVE network in Ohio. The overwhelming message was "collaborate." Success will be found in working with organizations that are looking at similar outcomes such as school readiness and success in school. The Library, in its current role and in relation to the strategic plan, is primed for a leadership role.

LIBRARY BUSINESS

a. **Information Services Report** The printer for the Central Circulation desk arrived. The Central check out stations are working with credit cards and coin hoppers have been installed. A Bibliotecha checkout is being tested at the Southwest Branch before it is

installed at Weyers-Hilliard. It has been over a month and no problems are being experienced. Internet Explorer (IE) 9 will be installed on staff computers and IE 10 on public computers sometime in October. Antivirus software is being updated. ALPS, the PC reservation system that is replacing SAM, will also be rolled out at all locations.

Financial Manager's report, bills and donations Financial reports for July and August, 2013 were presented. There will be a budget adjustment request in October for the garden project and possibly one for printing. C. Wagner asked if there are other situations that a budget adjustment requires County Board approval. L. Denault replied that the Library Board has authority for most adjustments that don't affect another county department.

Motion by D. Carmichael, seconded by C. Wagner to approve the July and August, 2013 financial statements and Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
July 2013**

Gifts & Donations

| | | | |
|----------|---|--------------------|----------------------------|
| 07/01/13 | Central Donation Box (various donors) | 44.10 | Children's Garden |
| 07/03/13 | Mary & Sandy Bohman | 200.00 | East Adopt A Program |
| 07/11/13 | Green Bay Community Service Club | 200.00 | Children's Programming |
| 07/11/13 | Ann Kapitz | 500.00 | SW Library Improvements |
| | Friends of the Brown County Library/Anonymous | | |
| 07/11/13 | Donor | 35.00 | Children's Garden |
| 07/11/13 | Friends of the Brown County Library | 72.00 | Survey Monkey Subscription |
| | | | Weyers-Hilliard Summer |
| 07/11/13 | Friends of the Brown County Library | 25.00 | Reading |
| 07/18/13 | Sylvia Pratt | 500.00 | Children's Garden |
| 07/18/13 | Kathy Pletcher | 300.00 | Children's Garden |
| 07/18/13 | Christopher Wagner | 500.00 | Children's Garden |
| 07/18/13 | Mary & Sandy Bohman | 195.00 | East Adopt A Program |
| 07/25/13 | Friends of the Brown County Library | 3,000.00 | Digital Sign & Software |
| 07/25/13 | Friends of the Brown County Library | 238.00 | Photography |
| 07/25/13 | SEEDS | 521.00 | Kress Rain Barrel Project |
| 07/25/13 | Mark & Patricia Manske | 35.00 | Southwest Materials |
| 07/01/13 | Ashwaubenon | 25.23 | Donation Box |
| 07/01/13 | Bookmobile | 2.85 | Donation Box |
| 07/01/13 | East | 35.98 | Donation Box |
| 07/01/13 | Weyers/Hilliard | 14.88 | Donation Box |
| 07/01/13 | Central Circulation | | Donation Box |
| 07/01/13 | Kress | 19.56 | Donation Box |
| 07/01/13 | Pulaski | 8.90 | Donation Box |
| 07/01/13 | Southwest | 11.50 | Donation Box |
| 07/01/13 | Wrightstown | 22.52 | Donation Box |
| | Total Donations | \$ 6,506.52 | |

Federal & State Grants

| | | | |
|----------|----------------------------------|------------------|------------------------|
| 07/31/13 | Nicolet Federated Library System | \$ 340.58 | Collection Development |
| 07/31/13 | Nicolet Federated Library System | 569.08 | Continuing Education |
| | Total Grants | \$ 909.66 | |

**Brown County Library
Gifts, Grants & Donations Report
August 2013**

Gifts & Donations

| | | | |
|----------|---------------------------------------|--------|-------------------|
| 08/01/13 | Brown County Community Women's Club | 500.00 | Children's Garden |
| 08/08/13 | Central Donation Box (various donors) | 40.65 | Children's Garden |

| | | | |
|----------|---|--------------------|--------------------------------|
| 08/08/13 | FBCL/Wrightstown Area Library Committee | 2,742.39 | Wri. Operating Expenses |
| 08/08/13 | Friends of the Brown County Library | 624.03 | Kress Stools |
| 08/08/13 | Friends of the Brown County Library | 33.00 | East Summer Reading Prizes |
| 08/08/13 | Friends of the Brown County Library | (25.00) | Weyers-Hilliard Summer Reading |
| 08/29/13 | Friends of the Brown County Library | 173.83 | Every Child Ready to Read |
| 08/01/13 | Ashwaubenon | 22.34 | Donation Box |
| 08/01/13 | Bookmobile | 25.35 | Donation Box |
| 08/01/13 | East | 34.32 | Donation Box |
| 08/01/13 | Weyers/Hilliard | 30.19 | Donation Box |
| 08/01/13 | Central Circulation | | Donation Box |
| 08/01/13 | Kress | 21.19 | Donation Box |
| 08/01/13 | Pulaski | 4.60 | Donation Box |
| 08/01/13 | Southwest | 18.59 | Donation Box |
| 08/01/13 | Wrightstown | 17.82 | Donation Box |
| | Total Donations | \$ 4,263.30 | |

Federal & State Grants

| | | | |
|-----------|----------------------------------|--------------------|------------------------|
| 8/15/2013 | AT&T | \$ 4,905.60 | E-Rate |
| 8/22/2013 | AT&T | 157.60 | E-Rate |
| 8/29/2013 | Cellcom/Nsight | 1,344.00 | E-Rate |
| 8/31/2013 | Nicolet Federated Library System | 1,635.30 | Collection Development |
| 8/31/2013 | Nicolet Federated Library System | 330.00 | Continuing Education |
| | Total Grants | \$ 8,372.50 | |

Motion carried

There were no bills out of the ordinary.

c. 2014 Budget

A memo from Brent Miller announced a budget inclusion that would allow for a 1% pay increase for all employees hired before 2013 and another 1% based on performance but the Library and ADRC will not get the extra 1%. K. Pletcher has inquired why the Library is being treated differently. In a sense, other departments will get 2% to allocate. The 1% allocation will not be dictated by county. Per the direction of the Board, Kathy should find out why and ask that the library be included in the additional 1%. There should be no reason for discrimination.

d. Grant Application Policy

It was suggested to include the following language in the policy: "Director will consult with Library Board President prior to application." **Motion** by T. Watermolen, second by D. Carmichael, to approve the Grant Application Policy as amended. **Motion carried.**

e. Human Resources Report

1. Eligibility for Health Insurance L. Hoffman clarified that employees who work less than 50% are not eligible to receive benefits. T. Watermolen asked if an employee who worked less than 50% wanted insurance could they pay for it 100%? Per the county policy, they could not because they are not eligible/qualifying. Qualifying employees are defined as "regular part-time 50% or more."

f. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden L. Stainbrook, C. Beyler and S. Lagerman met with Gerry Andrews, a landscape architect, who proposed an updated garden plan. The revised plan may take additional donated funds. Gerry and his partner are developing a budget and project timeline. C. Wagner asked about an appropriate line of site to the garden area since children and teens will be out there. The garden area will be highly visible and always under supervision. If the building was ever renovated, the garden would stay and the build-out, as originally proposed, would not take place. The new garden space fits the library's educational goal.

2. Update on Various Projects The new Maintenance Mechanic, Mark Cumbers, started and is keeping busy! The engineering portion of the Arc flash study is complete. Central received a Category 0 rating which is the best. Overall, five adjustments to the circuit breaker are necessary. The bubble light fixture ordered for above the Central Library check outs is expected to be received

and installed around October 21. The elevator project is going well. The old jack and cylinder have been removed and the new PVC casing is in. A new hydraulic cylinder will be installed soon. The hole is plumb and does not require any additional work. The cooling tower from the former Mental Health Center has been moved and installed at Central. Public Works realized from K. Pletcher's letter that Legionnaires disease is a real threat and that may have prompted the quick action on moving the cooling tower. Funding was provided from the bonded \$1.5 million. The library could possibly acquire new auditorium carpet/carpet squares from these bonding funds. Staff met with Boldt to discuss the feasibility of a drive-up window at Weyers-Hilliard Branch and an entrance/roof renovation at the Ashwaubenon Branch.

Sewer issues related to the Monroe Avenue reconstruction project caused a back-up at the Central Library. After several attempts by varying contractors the problem was solved. The library's lines were clear but when the sewer pipe was re-lined with resin, the lateral line to the library was not knocked out. This caused the back-up. The city is going to pay the bill. C. Wagner suggested that the city also reimburse compensation for staff time.

A grant application has been submitted for a permeable parking lot at the Ashwaubenon Branch. Since only one response was received, it will be re-bid, but separating the asphalt and pavers components this time. Notification of the grant award will be in November.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No meeting. L. Stainbrook reported that she met with Mark Merrifield to start talks about the Resource Library Agreement. There shouldn't be many changes from the 2013 document.

K. Pletcher handed out flyer for the WI Library Trustees and Friends annual meeting on Thursday, October 24 at the KI Convention Center (as part of the WLA conference). Kathy is attending. NFLS will pay, using designated continuing education funds, workshop fee or pay WLA membership fee.

L. Stainbrook distributed a chart of the 42 staff who are attending all or part of the WLA conference. The Friends funded this nearly \$7,300 registration.

OLD BUSINESS

a. Adjacent County Billing K. Pletcher, L. Stainbrook, County Executive Streckenbach, Harry Maier (citizen), and Marathon County Library Director testified against Assembly Bill 288 in Madison. The County Executive spoke first and really was a strong advocate. The Appleton Public Library Director and Rick Krumwiede from OWLS spoke against the bill. It seems like a local issue and it was questioned why statutory language would be crafted. The legislature isn't meeting until October. When they resume the bill could reach the Assembly but it would have to be voted on and passed at committee level. It is a complicated issue as some legislators have more than one county in their districts.

Regarding the bill to Outagamie County, it remains unpaid. Legal action is the next step.

PERSONNEL

No report.

PRESIDENT'S REPORT

No report. K. Pletcher called several local legislative representatives and other library directors regarding AB288.

DIRECTOR'S REPORT

L. Stainbrook mentioned the Silver Celebration dinner honoring 25 years of the Local History Series taking place at the Rock Garden on September 26. S. Lagerman reported that in addition to the money collected for the dinner event, donations totaling over \$1,960.00 were received to support the Local History and Genealogy Department.

On Friday, September 27, all staff will be attending a NFLS-sponsored workshop featuring Kevin King from the Kalamazoo, MI Public Library. Library locations normally open on Fridays will be open from 3 – 5 p.m. The Library Board is also invited to attend the workshop.

CLOSED SESSION (7:45 p.m.) **Motion** by D. Carmichael, seconded by C. Wagner, to move into closed session pursuant to Section 19.85(1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: Pletcher, Carmichael, Nielsen, Wagner and Watermolen. Nay: none. **Motion carried unanimously.**

TURN TO OPEN SESSION (8:40 p.m.) **Motion** by T. Carmichael, seconded by C. Wagner, to return to open session. Aye: Pletcher, Carmichael, Nielsen, Wagner and Watermolen. Nay: none. **Motion carried unanimously.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING

October 17, 2013

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary